



KANDLA PORT TRUST
VIGILANCE DEPARTMENT

NO: KPC/4006-Vig/Circulars/ 581

Date 30/08/2014

CIRCULAR NO. 16

Sub : Imposing of Penalty in Disciplinary Proceedings- reg.

While dealing with issuance of Vigilance Clearance to the Port Employees, it has been observed in a case that the penalty imposed by the concerned Disciplinary Authority could not be implemented in toto due to superannuation of the respective employee from the Board service i.e. the penalty of withholding of increment of pay for two years without cumulative effect was imposed on 28.02.2013 and one increment was withheld on 01.08.2013 and the next increment could not be withheld as the employee superannuated on 31.05.2014. Such casual approach as observed in this case shall be viewed seriously in future.

In the case of penalty specified in the Penalty order, such as withholding of increments of pay for more than one increment, the Disciplinary Authority has to keep in mind the Date of Retirement and next Date of Increment etc.

To avoid such lapse and to have appropriate penalty imposed by the Disciplinary Authority, the following steps shall invariably be ensured by all the Departments:

- i) The dealing official has to prepare a check list containing the details regarding (a) date of retirement (b) date of next increment (c) pay scale and any other relevant data for evaluation and consideration by the Disciplinary Authority while deciding the penalty.


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Shri. Indeeb
D. Upadhyay
in KPTM/10/10/14
UP
01/09/14

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- ii) Any Penalty imposed should be practically implementable with due application of mind by the Disciplinary Authority.
- iii) The penalty to be imposed shall invariably be as specified under Regulation 9 of Kandla Port Employees (CCA) Amendment Regulation 2004.
- iv) After issue of Penalty orders, it should be ensured that the same has been implemented and an entry in the Service Book made to that effect as indicated in Circular NO. 12/14 issued vide NO: KPC/4015-Vig(Insp)/140 dated. 06.03.2014.

All HODs are requested to take cognizance of the above issues and ensure strict compliance in the matter.



Chief Vigilance Officer

Secretary/T.M/D.C/FA & CAO/C.M.E/ C.E/ C.M.O/C.O.M

Copy to : Sr. PS to Chairman/PS to Dy. Chairman

: Sr. DD (EDP) for uploading in website.